



READ SANTA CLARA

Adult and Family Literacy Program of the Santa Clara City Library

Volunteer Orientation Information

2015



Mission Library Family Reading Center

1098 Lexington St. • Santa Clara, CA 95050 • 408.615.2956

readsantaclara@santaclaraca.gov

THANKS!

Thank you for your interest in volunteering with Read Santa Clara, Santa Clara City Library's adult and family literacy program. Each year, more than 100 adults improve their reading, writing and math skills through the collective efforts of learners, trained tutors and other volunteers. By working together, volunteers, tutors and learners change lives as they promote literacy in their community.

HOW TO VOLUNTEER

Step 1: Orientation

Prospective volunteers begin by attending a 90-minute orientation. The orientation provides an overview of Read Santa Clara and describes the role of tutors and other volunteers in the program. Participants also learn more about our tutor training process. An opportunity to register for the tutor training class or indicate interest in another volunteer position concludes the session. **There is no need to pre-register. You may attend an orientation on the date of your choice.** You must attend an orientation before attending tutor training.

2014 Orientation Location, Dates, and Times:

Mission Library Family Reading Center
1098 Lexington St.
Santa Clara, CA 95050

Tuesday, March 10, 6:30–8:00 p.m.

Thursday, April 16, 12:30–2:00 p.m.

Tuesday, April 21, 6:30–8:00 p.m.

Wednesday, July 15, 6:30–8:00 p.m.

Saturday, August 22, 9:30–11:00 a.m.

Tuesday, September 22, 6:30–8:00 p.m.

(The orientations on Tuesday evening and Saturday morning are held when the Mission library is closed to the public. The orientations will be held in the community room of the library. Please come to the glass doors at the front of the library and Read Santa Clara staff will let you in.)

Step 2: Tutor Training

Following orientation, prospective tutors complete a 12.5-hour training series that prepares them to plan and conduct learner-centered tutoring sessions. Trainees complete 10 hours of training before being matched with learners, then have several weeks to meet with their learners before returning to complete the final 2.5 hours of training. Tutor workshops and events are offered throughout the year to provide on-going training and support. Training for other volunteer positions varies with the type of position, and may range from staff-led workshops to on-the-job training.

**All tutor trainings will be held at the Mission Library Family Reading Center
1098 Lexington St., Santa Clara, CA 95050**

Spring Tutor Training

Tuesday and Thursday evenings, 6:30–9:00 p.m.

April 30, May 5, May 7, May 12 and June 18

Fall Tutor Training

Saturdays, 9:30 a.m.–3:30 p.m.

September 26, October 3, and November 7 (9:30 a.m. – 12 noon on November 7 only)

Step 3: Commitment

Read Santa Clara tutors (and learners) make a commitment of 6 months, although many continue to participate in the program for several years. Tutors and learners meet for a minimum of two hours weekly (more if desired!), complete a monthly report of hours and progress, and participate in a semi-annual progress evaluation. Tutoring sessions are consistent with Read Santa Clara's philosophy of providing learner-centered, multi-sensory instruction to assist learners in meeting their goals.

ORIENTATION LOCATION

Mission Library Family Reading Center

1098 Lexington Street (at Main St.)

Santa Clara, CA 95050

